JOB DESCRIPTION

JOB TITLE: System Developer Apprentice C# and .Net [24 Month apprenticeship]

GRADE/SALARY: National living Wage £22 071.09

CAMPUS: All (choice of base at BCA, Strode's or Langley office)

HOURS: 37 hours per week (Hybrid working available based on experience) Fixed Term Apprenticeship 24 Months

RESPONSIBLE TO: Andy Brown, Group Head of Systems Development

DEPARTMENT: Digital Services

JOB PURPOSE:

- To create and maintain reporting solutions for all college users, ensuring that reports accurately reflect underlying college data.
- To support the development and maintenance of staff and student-facing systems for desktop and mobile environments.
- To support the development and maintenance of SQL databases and back-end processes
- To provide second-line support for all queries relating to digital services.
- To enhance the staff and students' digital experience
- To work closely with the MIS team to ensure processes are maintained and data is accurate.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Assist in the development of staff and student apps to accurately display information to learners across desktop and mobile environments.
2. Support the development and maintenance of the college reporting systems as required, ensuring that the data design and reports reflect current business rules and reporting requirements.
3. Regularly liaise with staff and working groups to gather feedback and ensure departmental data is included in reports.
4. Support with the integration of third-party systems and applications.
5. Maintain effective quality control.
6. Develop data reports as required for purposes across the college group
7. Apply industry standards throughout, e.g. naming conventions and design principles.
8. Maintaining documentation to agreed standards in a methodical and timely fashion.
9. Provide guidance for the interpretation, delivery, and support of systems and reports with the Learning Technology team
10. Develop and maintain procedural documentation within the scope of this role
11. Support the MIS team in validating and cleansing college data, as necessary

12. To maintain and promote good relations with all stakeholders.
13. To be committed to continuous professional development.
14. Undertake other duties within the competence of the post holder, as may be required.
15. Ensure that good customer service is delivered at all times.

Note

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:
- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Child Protection Policy
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION
System Developer Apprentice

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
GCSE A-C or equivalent in English and Maths	X		AF
EXPERIENCE			
SQL databases and knowledge of SQL		X	AF/IV
Desirable Azure DB (Data Explorer) Microsoft SQL Server (Management Studio) Knowledge of database design principals		X	AF
Report experience Design, testing and implementation of data reports using standard reporting tools (Microsoft Power BI OR Tableau OR SSRS OR SAP Crystal Reports)		X	AF/IV
Desirable Microsoft Power Bi SQL Server Reporting Services (Using Visual Studio or Report Builder) Google Data Studio		X	AF
Interest in software development Strong desire to be involved in software development (using Visual Studio C#, Javascript, HTML, .NET, Azure services)		x	AF
Desirable Visual Studio C# (or similar development language) .NET Software development experience		x	AF
Practical data analytics experience		x	AF/IV
Working in an educational environment or similar		x	AF
SKILLS / KNOWLEDGE / ABILITIES			
Demonstrable verbal and written communication skills	x		IV
Flexible approach to working practices including the ability to work effectively as a team member	x		IV
Degree in a computing related subject		x	AF/IV

Level 3 qualification or above in a computing/science related subject		x	AF/IV
The ability to work under pressure and adhere to tight deadlines	x		IV
Good working knowledge of Microsoft/Google packages including strong spreadsheet skills	x		IV

KEY:
Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
All of the elements marked IV will be assessed at interview
All of the elements marked AF/IV will also be assessed at interview
All or some of the elements may be assessed by the Test/Presentation